

**CTSEA**  
**(Credit Transfer System in East ASIA)**  
**Guideline**  
**(2017)**



VER. 1  
(June 2, 2017)

## **A. Objective**

CTSEA (Credit Transfer System in East ASIA) has been developed to promote university student mobility with the objective to ensure credits are transferable for study undertaken on exchange among Shanghai Ocean University (hereafter “SHOU”), Tokyo University of Marine Science and Technology (hereafter “TUMSAT”) and Korea Maritime and Ocean University (hereafter “KMOU”) under the Agreement on Student and Credit Exchange.

This CTSEA concept is designed not to control or standardize any pre-existing rules and regulations at universities. Rather, it is designed to provide more detailed information regarding the academic experiences of mobility students at host universities using standardized indicators, while at the same time allowing universities to retain their own pre-existing systems and regulations.

## **B. Definition of CTSEA**

CTSEA accepts a range of different teaching hours and student studying hours as equivalent when they are used to calculate credits from different universities. Thus, it will create a common credit conversion system where CTSEA participating universities can transfer credits among themselves on a one-to-one basis, thereby promoting student mobility among the SHOU, TUMSAT and KMOU.

A teaching hour is defined as a contact hour that a teacher spends in one instruction session. One teaching hour will be counted as one academic hour, not based upon the exact length of teaching hours. The actual amount of time varies from university to university. For example, in the case of SHOU, 1 academic hour means 45 minutes of instruction; in the TUMSAT, 1 academic hour means 45 minutes; and in KMOU, 1 academic hour means 50 minutes of instruction.

The student studying hour is defined as the amount of time that students need to complete all learning activities which consists of:

**(1)** Attending classes/lectures.

**(2)** Fulfilling all other academic requirements such as homework, group projects, team discussion, preparation for examinations, internships, and individual study, etc.

Including 15-16 teaching hours, currently, the student studying hour durations are 45 hours in TUMSAT.

Therefore, the definition of CTSEA is as follows:

One (1) CTSEA = ‘45 -hour student workload including teaching hours’.

### C. CTSEA Credit Conversion

The following table illustrates a recommended conversion of CTSEA with credit systems of SHOU, TUMSAT and KMOU:

University	CTSEA	SHOU	TUMSAT	KMOU
<b>Credit Conversion</b>	1CTSEA	1credit	1credit	1credit
<b>Student Studying Hour</b>	45hrs.	29hrs.	30hrs.	30hrs.
<b>Teaching Hours*</b>		16hrs.	15hrs.	15hrs.

\* Numbers show standard conversion for lectures, which may be changed for each course.

(ex, experiment, training, etc.)

### D. Comparative Grading Scales

	SHOU	TUMSAT	KMOU
<b>Range of the number of credits required for the completion of a Master's program</b>	30 credits for the 3-year system	30 credits for the 2-year system	32 credits for the 2-year system
<b>Grades and notation policies</b>	Excellent(A) 85–100, Good(B) 75–84, General (C) 65–74, Pass(D) 60–64, Fail(F) 0–59.	Very good (A) 80–100, Good (B) 70–79, Passing (C) 60–69, Fail (F) 0–59.	A+ : 4.5 (95-100) A: 4.0 (90-94) B+: 3.5 (85-89) B: 3.0 (80-84) C+ : 2.5 (75-79) C: 2.0 (70-74) D+ : 1.5 (65-69) D:1.0 (60-64) F: 0.0 (0-59)
<b>Presence or absence of GPA</b>	Absent	Absent	Present
<b>University's own regulations on credit transfer with overseas partner institutions</b>	Up to 1/2 of credits required for graduation	Up to 10 credits required for graduation	Up to 1/2 of credits required for graduation

### E. ScoreConversion Table

The following table illustrates a recommended conversion of grade systems of SHOU, TUMSAT and KMOU:

Reference Grade	Score	SHOU	TUMSAT	KMOU
A	90-100	A	A	A+, A
B	80-89	A, B	A	B+, B
C	70-79	B, C	B	C+, C
D	60-69	C, D	C	D+, D
F	0-59	F	F	F